

(LOCAL – MILESTONE – 2003)

## **2003 SHBP OPEN ENROLLMENT MILESTONE CHART for Participating Local Employers**

Note: If the event is underlined, you should be accomplishing the event.

<b><u>PROJECTED DATE</u></b>	<b><u>EVENT</u></b>
Late-September	<i>SHBP Health Capsule</i> newsletter shipped to employers. <u>Distribute to employees.</u>
October 1	<u>Open Enrollment Begins.</u>
October 31	<u>Open Enrollment Ends.</u>
November 7	<u>Employer certified applications due at the Health Benefits Bureau.</u>
January 1, 2004	Open Enrollment changes effective.